



# CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

DECEMBER 2016

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## Performance Measures

### Police Calls and Service Times

#### Communications Section - Call Center Activity:

\* The communications section processed **3,187** calls for police service. This is an average of **102.8** calls per day. The prior month of November 2016 totaled **3118** for an average of **103.9** calls per day.

\* The communications section processed **7515** telephone calls through the center totaling **8269** talk minutes. Average number of telephone calls per day was **242**. Emergency 9-1-1 calls totaled **832** Telephone calls for the prior month of November 2016 totaled **7551** for an average of **252** per day. November 9-1-1 calls totaled **879**.

Month	2013	2014	2015	2016		Average Emergency Response Time		PI Accident/ Response	Armed Subject/ Response	Shots Fired/ Response
January	2596	2894	2571	2673		2:11 Minutes		9 = 1:30	5 = 2:30	16 = 1:46
February	2399	2714	2422	2585		1:57 Minutes		7 = 0:52	2 = 1:06	5 = 3:55
March	3117	2885	2714	2884		1:35 Minutes		17 = 1:59	9 = 1:03	14 = 1:43
April	2931	3005	2808	2925		1:12 Minutes		19 = 1:25	7 = 0:51	15 = 1:20
May	3145	3197	2961	3089		2:03 Minutes		22 = 1:30	8 = 2:03	15 = 2:36
June	3051	3161	3059	3096 +630 fc		1:44 Minutes		18 = 2:59	12 = 1:00	21 = 1:14
July	3176	3515	3076	2945 +495 fc		1:30 Minutes		29 = 1:18	7 = 2:06	14 = 1:07
August	2995	3280	3064	2824 +209 fc		2:11 Minutes		12 = 2:00	14 = 2:21	20 = 2:14
September	3342	3129	2892	2689 +404 fc		2:40 Minutes		12 = 2:00	14 = 2:22	20 = 2:11
October	3269	3158	2805	2813 +615 fc		2:43 Minutes		19 = 1:51	10 = 2:46	14 = 3:33
November	3472	2763	2871	2502 +616 fc		1:42 Minutes		17 = 3:12	9 = 1:02	14 = 0:53
December	2670	2551	2512	2579 +608 fc		1:18 Minutes		13 = 0:37	7 = 1:18	7 = 1:58
Totals	36252	36252	33,755	31,102						
Avg Per Day	99.5 cfs	98.5 cfs	92.4 cfs	93.8 cfs						

- 12/31/2016 Homeless male sleeping in women's public restroom at Harbormaster's Office.

- 1/3/2017 Harbormaster request police stand-by to issue citations to subject on Glenwood Street for derelict vessel violations.
- 1/6/2017 APD notified that homeless man exited the women's restroom and was yelling/ cursing and causing a disturbance.
- 1/9/2017 APD requested to stand by while violator from Glenwood Street was served a letter outlining his fines due.

## Crime

### December

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg-Res	Burg-Com	Larc	MV	Total
Dec. 16	0	1	5	3	8	16	4	67	8	112
Dec. 15	0	1	4	4	11	19	5	44	2	90
Dif. +/-	0.0%	0.0%	+25.0%	-25.0%	-27.0%	-16.0%	-20.0%	52.0%	300.0%	24.4%
			Monthly	Total				Monthly	Total	
Violent Crime Diff +/-			20/17	-15.0%	Property Crime Diff +/-			70/95	+35.7%	
YTD 16	10	17	37	33	158	187	26	691	46	1202
YTD 15	1	10	40	25	111	164	41	741	41	1166
YTD%	900.00 %	70.0%	-7.5%	32.0%	42.3%	14.0%	-36.5%	-6.7%	12.2%	3.0%
YTD	Violent Crime YTD (Diff # / %)			255/187	36.3%	Property Crime YTD (Diff # / %)			950/987	-3.74 %

- Warnings
- Impound Notices
- Citations

## Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

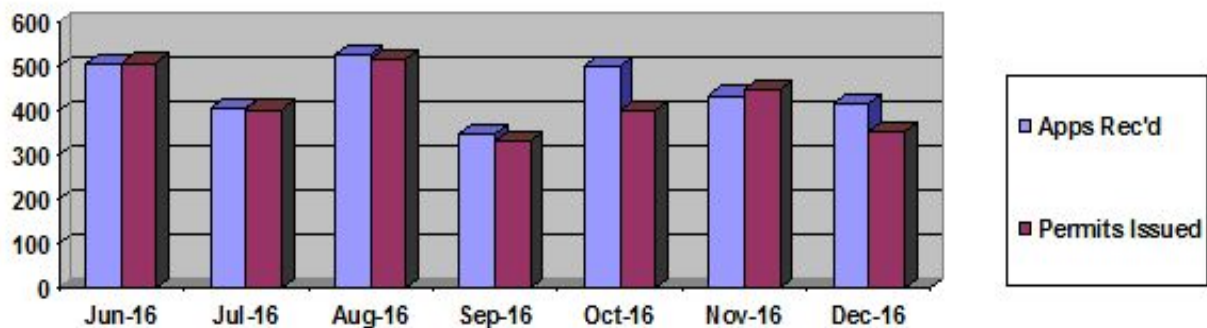
## Diversion Rate of Solid Waste from Disposal at a Landfill

- December diversion rate – 46%
- 12-month (January 2016 – December 2016) diversion rate – 41%
- The residential curbside recycling rate, excluding yard waste, from July through December 2016 – 33 %

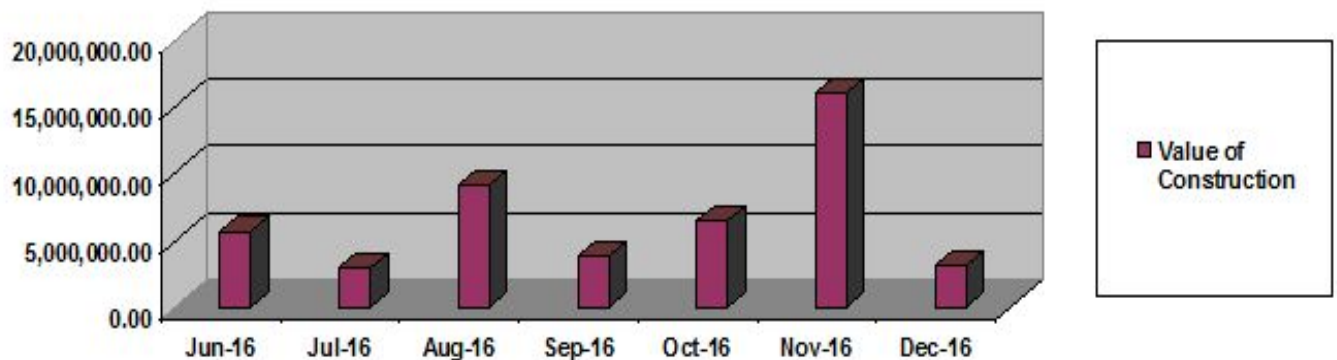
## Water Quality Testing Results

- There were no water quality issues with the December 2016 water samples.
- There were no water quality issues with water samples taken in 2015.

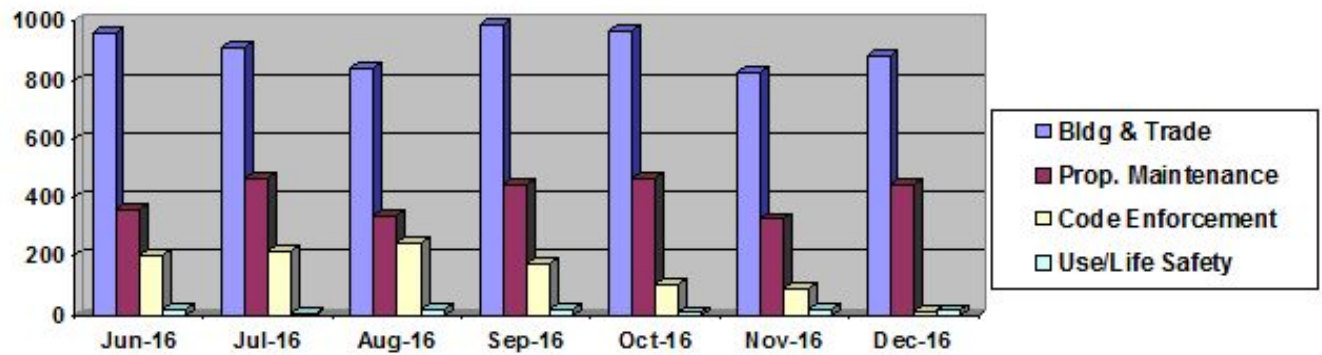
## Permits - 353 Permits Issued



## Value of Private Construction - \$3,010,389.67



## Private Construction Inspections Performed



885 Building and Trade Inspections

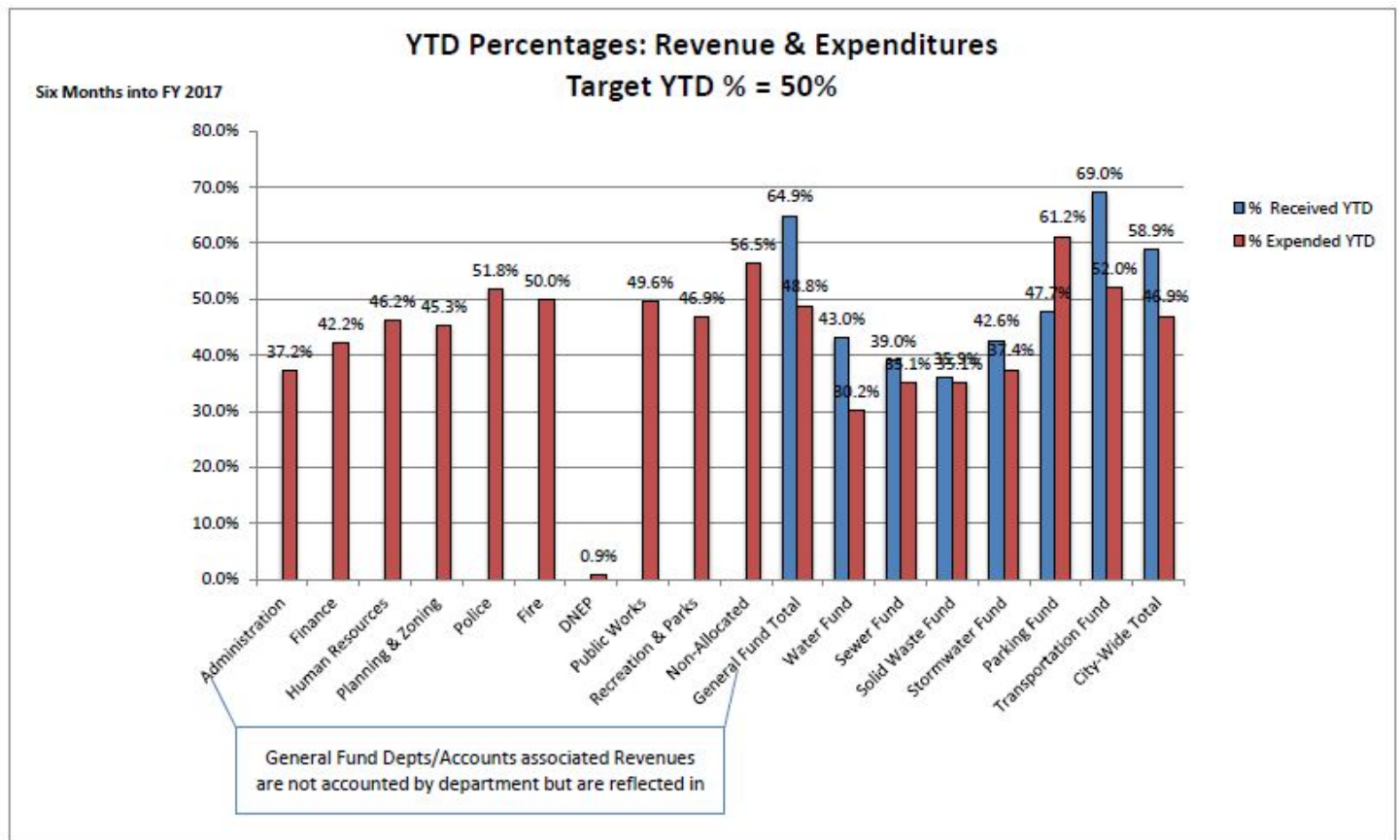
13 Code Enforcement Inspections

15 Use/Life Safety Inspections

444 Property Maintenance

(In addition, annual Inspections on following apartment complexes--1-34 Monroe Road - 27 Units; Bay Ridge Gardens - 198 Units; Re-inspections of following HACA apartment complexes- Harbour House-7 buildings/85 Units; Glenwood-27 Units; Bloomsbury-18 Units; Spa Cove-40 Units)

## Budget Status



YTD Percentages: Revenue & Expenditures						
July 2016-December 2016: YTD 50%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				1,120,500.16	37.2%	3,008,577.36
Finance				1,900,116.37	42.2%	4,498,874.36
Human Resources				338,709.15	46.2%	733,370.02
Planning & Zoning				898,204.11	45.3%	1,982,811.22
Police				8,766,080.26	51.8%	16,914,460.67
Fire				8,174,291.40	50.0%	16,356,402.27
DNEP				17,755.00	0.9%	2,083,872.15
Public Works				3,873,597.52	49.6%	7,816,733.74
Recreation & Parks				2,175,318.66	46.9%	4,638,879.35
Non-Allocated				7,554,277.68	56.5%	13,377,153.35
General Fund Total	46,357,141.22	64.9%	71,412,667.34	\$ 34,818,850.31	48.8%	\$ 71,411,134.50
Water Fund	3,348,834.20	43.0%	7,789,467.43	2,286,065.77	30.2%	7,580,205.34
Sewer Fund	3,395,828.52	39.0%	8,696,656.00	2,990,813.09	35.1%	8,524,786.09
Solid Waste Fund	1,002,689.91	35.9%	2,793,266.31	842,228.56	35.1%	2,396,863.39
Stormwater Fund	380,219.03	42.6%	892,500.00	298,771.90	37.4%	798,685.47
Parking Fund	3,754,373.66	47.7%	7,864,000.00	4,861,263.35	61.2%	7,947,239.46
Transportation Fund	2,520,683.92	69.0%	3,653,500.00	1,891,402.16	52.0%	3,635,949.29
City-Wide Total	\$ 60,759,770.46		\$ 103,102,057.08	\$ 47,989,395.14		\$ 102,294,863.54

## Central Purchasing

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### Current Procurements

#### **IFB 17-05 – Chesapeake Avenue Water Main Replacement**

- 9 Bids received. Review in progress.

#### **RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices**

- Qualifications statements due 1/5.

#### **RFP 17-09 – Investment Consulting Services**

- 15 Proposals received. Review in progress.

#### **RFP 17-10 – Mosaic Tile Art Mural**

- 2 Proposals received. Review in progress.

#### **RFP 17-12 – Forest Drive Sector Study**

- 6 Proposals received. Review in progress.

#### **RFP 17-14 Stormwater and Flood Mitigation Design**

- Awarded to AECOM. Contract in process.

### Completed Procurements

#### **RFP 14-14 DPW Maintenance Facilities – Design/Build Services**

- Awarded to Gardiner & Gardiner. Design/pricing under review.

#### **RFP 15-12 Annapolis Renewable Energy Park**

- Awarded to BQ Energy. Project scheduled for Fall 2017 completion.

#### **RFP 15-22 – APD Firing Range Ventilation System**

- Awarded to Careys Heating and Air Conditioning. Project scheduled for January 2017 completion.

#### **RFP 15-23 – Upper West Street Sector Study**

- Awarded to AECOM. Study completed. Awaiting City Council presentation.

#### **RFP 16-06 – Energy Performance Contracting**

- Awarded to Honeywell International. Project scheduled for February 2018 completion.

#### **RFP 16-09 – Transit Bus Electronic Fare Box Collection System**

- Awarded to TripSpark. Project scheduled for May 2017 completion.



### **RFP 17-03 – Construction Services – Stanton Center Floor Replacement**

- Awarded to L & R Floors. Project scheduled for February 2017 completion.

### **Pending Procurements**

#### **IFB 17-08 – PMRC Ballfield Grading**

- Draft in progress. Anticipated release TBD.

#### **RFP 17-13 – Actuarial Services – Pension and OPEB**

- Draft in progress. Anticipated release TBD.

#### **RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects**

- Draft in progress. Anticipated release TBD.

#### **IFB 17-17 – Bywater Park Improvements**

- Draft in progress. Anticipated release TBD.

#### **IFB 17-18 – Demolition Services – 195 Clay Street**

- Draft in progress. Anticipated release TBD.

#### **IFB 17-19 – Diving Services – Mooring Maintenance**

- Draft in progress. Anticipated release TBD.

## **Capital Projects**

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### **Pump Station Replacement/Rehabilitation**

Second St. PS Wetwell Rehab – The wetwell work has been completed. A new exterior door for the pump station has been ordered. The Contractor will replace the adjacent windows at the same time of the door installation.

### **Sewer Rehabilitation and Water Distribution**

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – This month, the sewer lining contractor has replaced 3 sewer laterals and made one point repair and has completed final trench repairs. The Contractor is preparing to submit traffic control plans and the USNA is reviewing a work permit application for the next round of CCTV and CIPP lining work. USNA Flowmeter (72006) – USNA WTP data has been ruled out for primary use in USNA sewage flow measurement. Alternate sewage meters are under consideration. A meeting with USNA staff to discuss the proposed design has been scheduled. Buried Asset Evaluation (72006 & 71003) – GIS/model discrepancies continue to be reviewed and corrected, as appropriate. The final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the discrepancies are resolved. The second draft software review report is under review. Water Meter Purchases (71003) – Comprehensive radio read meter purchases and installation continues. Review of large meter full or “guts”

replacement is also ongoing. Chesapeake Ave. Water Main Replacement (71003) – The bid for the apparent responsive low bidder is under review.

### **Water Tank Rehabilitation**

The Farragut tank work is complete and final closeout is ongoing. The tank consultant work on Jefferson Tank rehab. specs is underway.

### **New Water Treatment Plant (WTP)**

WTP Design/Build (D/B) – Project work and related activities completed this month include testing and training; filter media installation in filters; commissioning preparation; sample and chemical piping and conduit installation; testing of aerators; electric room work and energizing electric gear.

### **City Dock Bulkhead Replacement, Phase 2**

Stormwater management (SWM) design and construction remains to be completed. Met with developers of 110 Compromise to discuss coordination of relocation of electrical platform from Donner Lot into the building. Preparing RFP for replacement of boardwalk timbers from Phase 1.

### **Landfill Gas Mitigation**

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

### **Stormwater Management Retrofit**

For the storm drain at the end of Prince George Street, the feasibility of alternative drainage concepts was reviewed and recommendations have been provided. The project engineering firm will prepare the engineering design of the selected drainage solution.

### **Stormwater Management – Flood Risk Mitigation**

Stormwater system modeling which will inform the upcoming stormwater system engineering design was completed and a draft technical report summarizing the data and modeling process was received. Two proposals for the Stormwater and Flood Mitigation Engineering Services were received on November 10. AECOM was selected as the best value firm with the most experience and lowest cost proposal. Continuing with preparation of FEMA grant application for funding of the project which is due in mid-January. Traffic Data collection was completed. Analysis of impacts to traffic (rerouting) when nuisance flooding occurs downtown is ongoing.

## **City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation**

Working out details to schedule power outage to replace two (2) old 3-phase electric panels in Electrical Room. Approved proposal to abandon in place the 2000-gallon underground storage tank.

## **Maintenance Facilities**

The Design/Build (D/B) team was given authorization to proceed to 100% construction documents. The D/B team is revising project plans for the site design plan review. Special Exception and SDPR to be submitted ASAP.

## **Road Resurfacing**

The 2016 Resurfacing Program fall work ended in November 2016 with the completion of the paving of Garden Gate Lane and Edelmars Drive. Permanent striping related to Chinguapin Round Road pending.

## **Main Street Reconstruction**

Preliminary design has been completed. The construction is being planned to start in January 2018, with completion in June 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

## **Cornhill Street Sidewalks**

HPC approved the application. Final construction drawing development and construction awaiting funding from sale of old Recreation Building or other sources.

## **Wayfinding Sign Program**

Gelberg Signs completed utility mark out and began foundation work for the signs and kiosks. Signs that are to be installed by the City were delivered to Public Works facility on Spa Road. Completed utility mark out for signs to be installed by the City.

## **Truxtun Park Ballfield Grading**

Final grading plans were received at the end of December. Plans will be submitted to the Anne Arundel County Soil Conservation District for review and permitting.

## Personnel Update

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### New Hires

Police:

Police Officer - 1

Camera Monitor - 1

Fire:

Firefighter III - 1

Recreation & Parks:

Rec Temp - 2

### Promotions/Internal Vacancies Filled

Police:

Sergeant - 2

Corporal - 3

Police Officer 1/C - 2

Fire:

Captain - 1

Firefighter 1/C - 1

Firefighter III - 1

Public Works:

Equipment Operator - 1

## Law Office Report

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### Open Litigation

Case Name	Dept	Comments
City of Annapolis v. SPAW, LLC A.A. District Court Case No. 3z36100886, 5z36100888 (Municipal Infractions L1-13)	HPC	Oral arguments on appeal by SPAW, LLC to Court of Appeals re: vinyl windows @ 2 Maryland Ave. scheduled for 9/8/16; awaiting CSA opinion
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments in March 2017
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery ongoing

Sheahan PJR (3 Revell Street) A.A. Circuit Court Case No. CV-2015-001576 (L56-15)	HPC	Circuit Court affirmed HPC's decision. Petitioners appealed to Court of Special Appeals; Court denied arguments; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; new trial date pending
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending
Spearman – PJR A.A. Circuit Court Case No. C-02-CV-15-002386 (L17-15)	APD	Petition for Judicial Review of a decision of an APD trial board sustaining charges against the officer; Notice of Intention to Participate filed; briefs submitted; oral arguments heard; decision pending
Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs pending
Jones v. COA A.A. Circuit Court Case No. C-02-CV-15-002931 (L84-15)	DOT	Complaint and answer filed; discovery ongoing
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery ongoing
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery ongoing
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; briefs pending
Massey v. COA, et al. A.A. District Court Case No. D-07-CV-16-004580 (L25-16)	DOT	Complaint and Answer filed; trial postponed; new trial date is 4/3/17
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; oral argument scheduled for 3/6/17
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1-16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
Taylor v. COA A.A. District Court Case No. D-07-CV-15-009980	DOT	Complaint and Answer filed; awaiting new trial date

(L45-16)		
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; Motions hearing and trial due to judge's conflict; postponed; awaiting new trial date
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed to 4/4/17
Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint filed re: possession of tasers; answer pending
<b>MCCR / EEOC Cases:</b>		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
<b>Administrative Hearings:</b>		
(none)	APD	
<b>Workers' Compensation Appeals to Circuit Court:</b>		
Imhof v. COA	APD	At Claimant's request (and over City's objection), this case was remanded to the Maryland WCC for a decision as to whether or not the claimant actually sustained an occupational disease. The Court has remanded it and closed it. But, the WCC does not show receipt of this Order, as Claimant's counsel has not filed it. Claimant has settled with other parties and has taken no other action. File is "closed" in the Circuit Court system until/unless Claimant's attorney files the Order
COA v. Thomas	APD	Appeal noted on Occupational Disease (OD accepted/Temporary Total denied). Deposition of Richard Lilly (Claimant's expert) completed on 9/13/16; Deposition of Claimant completed on 09/23/16. Pretrial Settlement Conference held 11/30/16 with trial date set for 5/4/17
Martinez v. COA	APD	Appeal of WCC decision; Discovery ongoing; mediation completed (matter will proceed to trial); pretrial settlement conference scheduled for 2/2/17, with trial date to be set at that time

COA v. McCall	DOT	City filed an appeal of WCC findings; however, the Commission granted the City's request for rehearing with a Commission hearing scheduled for 12/02/16; mediation pending; Circuit Court appeal is proceeding simultaneously with discovery and is set for pretrial settlement conference on 3/30/17 with a trial date to be set at that time; Mediation scheduled for 12/16/16. Motion for Remand to be filed, as this matter has been resolved.
Terry, Jr. v. COA	AFD	Appeal of WCC decision; Deposition of the Claimant's expert (Richard Schwartz, M.D. completed on 9/28/16); pretrial settlement conference held 11/17/16; court rescheduled it for 2/2/17 and scheduled trial for 2/23/17 if settlement is not reached. Videotape depo of City's expert complete as of 1/12/17. Claimant has not scheduled his expert yet.
Murrell v. COA	AFD	City filed an appeal of the WCC finding that the Claimant sustained an occupational disease in the course and scope of employment which is not barred by the statute of limitations; Discovery ongoing; deposition of Dr. Soden scheduled for 1/26/17; pretrial settlement conference scheduled for 4/20/17, with trial date to be set at that time. Mediation scheduled for 1/18/17
Kirchner v. COA	AFD	9/29-30 Jury trial on the issue as to whether or not the Claimant sustained an occupational disease in the course and scope of employment (presumption case); after deliberation, the jury affirmed the WCC's decision, finding in favor the Claimant. Case remanded to the WCC. No current appeal activity. WCC hearing on PPD scheduled for 1/17/17.
<b>Union Grievances:</b>		
Grievance – decision of personnel action by APD Chief	APD	Hearing pending
Grievance – failure to promote by APD Chief	APD	Hearing pending 9/23/16

## Adopted Legislation:

Legislation adopted on 12/12/16:

**O-46-16 Sale of City-owned Property** - For the purpose of approving the sale of the Eisenhower Golf Course located in Anne Arundel County, Maryland at 1576 Generals Highway, Crownsville, Maryland 21032; for expressly authorizing said sale to be made at private sale and not at public auction; and all matters related to said sale.

**O-34-16 Harbor Line at South Annapolis Yacht Centre** - For the purpose of amending the configuration of the Annapolis harbor line outboard of South Annapolis Yacht Centre, 1 Walton Lane on Spa Creek; and all matters relating to said harbor line.

**R-36-16 Renaming the Section of Holeclaw Street Between the Intersections of Bunche Street and Hicks Avenue** - For the purpose of declaring that the section of Holeclaw Street, between the intersections of Bunche Street and Hicks Avenue, shall be renamed "Norwood Brown Lane" to honor the contributions of Mr. Thomas Norwood Brown to the City of Annapolis.

**R-37-16 Renaming the Section of Holeclaw Street Between the Intersections of Carver Street and Bunche Street** - For the purpose of declaring that the section of Holeclaw Street, between the intersections of Carver Street and Bunche Street, shall be renamed "Hoppy Adams Way" to honor the contributions of Mr. Charles W. "Hoppy" Adams, Jr. to the City of Annapolis.

**R-38-16 Renaming the Section of Center Street Between the Intersections of Forest Drive and Oaklawn Avenue** - For the purpose of declaring that the section of Center Street, between the intersections of Forest Drive and Oaklawn Avenue, shall be renamed "Noah Taylor Way" to honor the contributions of Mr. Noah Taylor and his family to the City of Annapolis.

#### **Alcoholic Beverage Control Board:**

##### **BUSINESS AND MISCELLANEOUS**

- **NORTHROP GRUMMAN MILITARY BOWL & TAILGATE PARTY** – College Football Game

Request for a Special Class C, One Day Liquor License for the Northrop Grumman Military Bowl & Tailgate Party from 10:00 a.m. to 6:30 p.m. on Tuesday December 27, 2016 at the Navy Marine Corps Memorial Stadium 550 Taylor Avenue, Annapolis MD 21401.

- **RAMS HEAD TAVERN** – St. Patrick's Day

Request for an extension of premises to the back parking lot for a St. Patrick's Day Event from 11:00 a.m. to 12:00 p.m. on Friday March 17, 2017 at 33 West Street, Annapolis, MD 21401.

- **RED RED WINE** – Special Event, December 1, 8, & 15, 2016

Request for an extension of licensed premises for the Midnight Madness and 11<sup>th</sup> Hour shopping events on Thursdays December 1, 8, & 15, 2016 from 6:00 p.m.– midnight in the existing café area and adjacent building alcove area at the Red Red Wine Bar 189B Main Street, Annapolis, MD 21401.

- **SPECIAL CLASS C, ONE DAY LIQUOR LICENSES ISSUED IN DECEMBER: 13**

#### **CITY CLERK:**

13 – Fully Executed Contracts/Agreements  
6 - Special Event Application Reviewed  
1 - Solicitors Applications  
2 - Draft City Council Meeting Minutes  
8 – Citizen Requests



## **BOARD OF SUPERVISORS OF ELECTION:**

The Board of Supervisors of Election did not meet in December.

## **CITY COUNCIL ASSOCIATE:**

- 6- Minutes Drafted
- 6- Agenda Creation
- Standing Committee Meetings:
  - Rules and City Government 12/13/16
  - Public Safety Committee 12/19/16
  - Economic Matters Committee 12/19/16
  - Transportation Committee 12/20/16
  - Housing and Human Welfare Committee 12/20/16

## **Public Safety Update**

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### **Fire Department**

#### **Monthly News/New Projects**

The Department responded to 970 calls for service this month and a total of 10,961 calls for 2016 with the following breakdown:

- EMS - 691 or 74%
- Fire – 182 or 16%
- Service –76 or 7%
- Rescue –12 or 2%
- Hazmat – 9 or 1%

#### **Notable Incidents – DECEMBER Highlights**

- 12/2/16 - Suspicious Package - Prince George Street- Explosive Services Response
- 12/3/16 - Support Operations - Navy Stadium (ESU, HM, IC, Command Unit)
- 12/15/16 - Working Apartment Fire - Primrose Road
- 12/16/16 – HazMat Response – Harker Place
- 12/17/16 - Working Dwelling Fire - E. Lake Drive
- 12/18/16 - Water Rescue (22 Occupants) Severn River/Spa Creek
- 12/18/16 - Water Rescue - Lake Ogleton
- 12/19/16 – Dwelling Fire – North Homeland Avenue
- 12/20/16 - Stabbing - Taylor Avenue
- 12/22/16 – HazMat Response – Medical Parkway
- 12/24/16 - Working Apartment Fire - Copeland Street
- 12/26/16 - Suspicious Package - Rowe Blvd - College Creek Bridge
- 12/27/16 - Support Operations - Military Bowl Stadium (ESU, HM, IC, Command Unit)

- 12/29/16 - Shooting - Bens Drive
- 12/31/16 – Support Operations for City New Years Eve events – Fireworks inspection and standby
- 12/31/16 - Working Dwelling Fire - Rockway Avenue
- Cardiac Arrest Survival Rate: 7 Cardiac Arrests with 1 patient with ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 3 OD's, 0 known deaths
- EMS Fees Collected YTD – Fiscal YTD \$591,011
- EMS Transports: 424

### **Fire and Explosives Services Unit – Monthly Highlights – Accomplishments**

- K-9 Responses - 7
- Investigations – 6
- Suspicious Package Responses – 14
- EOD Standby - 5
- Assist Police Incidents - 6
- Internal Investigations – 0
- Fire Safety Inspections – 13
- Code Enforcement Complaints - 0
- Investigator Williams continues training with the Anne Arundel County Police Academy
- Investigators Madison and Brooks assisted APD with a barricade situation which resulted in the arrest
- 2016 was the busiest year in recent memory for the unit with a total of 328 incidents requiring reports.
- Background Investigations started for Firefighter Applicants.

### **Other Events/Activities**

- The EMS Division conducted 2 citizen CPR courses, including the Mayor and several City Council members and the Harbormaster staff.
- Captain Grimes from the EMS Division represented the Department at the media event for the Maryland Public Safety “Move Over Law”. Participates included the Maryland State Police and various other Fire & Police agencies.
- The Department participated in the Military Parade and provided support for the Football game.
- Completed 94 new fire safety building inspections and 41 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 9 smoke detectors and 0 CO alarms and conducted 8 public education events. For calendar year 2016, we installed 182 smoke alarms, 50 Carbon Monoxide alarms.
- The Fire Marshal's Staff conducted 6 Fire Permit/Plan Reviews and 0 Building Permit Reviews.
- The Fire Marshal's staff along with OEM conducted our annual Holiday Fire Safety outreach to local downtown businesses. They also conducted interviews with WNAV and Capital newspaper for holiday fire safety.
- Participated in annual Military Bowl Game parade, preparations and activities.
- Provided support (Bomb Squad, etc) for downtown New Year's Eve activities and Pub Ed support for other fire works activities.
- The Volunteers at Eastport took delivery of their New Paramedic 36 (EVFC) purchased with State 508 Grant funds and funding from the volunteers.
- Met with OEM and Mayor's staff regarding Hazard Mitigation Grant Program.
- The Department conducted annual Ice Rescue Training.
- Completed FY18 Budget package and submitted.

- Deputy Chief Remaley attended Union negotiations meetings with the management team.
- Over 50 members of the Department attended Firefighter First Class Grooms funeral in Fredericksburg, Virginia on Christmas Eve.
- Training hours completed – 1883, total training hours for 2016 was 27,301.
- ISO rating – Class 2
- The Department is in the middle of the hiring process for the 12 SAFER grant firefighter positions.
- This month's Fire Prevention Message – "Safety is the Best Present".
- The Department is conducting OSHA required Trench Rescue Training and vehicle backing training.
- Deputy Chief Remaley attended the monthly Anne Arundel County Criminal Justice Coordinating Council meeting.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Completed and distributed updates for the Department's Annual 2016 Goals and issued new Goals for 2017.

## Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of December the Department used 553 hours of overtime at a cost of \$29,126.71 which represents a usage of 6.77% of our total annual budget available for overtime. Our YTD overtime expenditures are \$315,128.23 or 73.29% of our annual OT budget.
- **NOTE: Overtime Costs this month impacted by the hiring process for FEMA Grant firefighters (\$12,007) and Special events (\$4,200).**
- We currently have one (1) person on extended disability leave, one (1) on modified duty and three (3) firefighter vacancies.
- The Department applied for Assistance to Firefighters Grant for two fire engines (\$1million) – This is a 10% matching grant.

## Major Planned Actions

- Continue with Smoke Detector outreach program.
- Continue Union contract negotiations.
- Continue with hiring of twelve (12) new firefighters.
- Met with sailing/boating associations to develop accountability plans.
- Participate in Active shooter drill at USNA.
- Deputy Chief Simmons will be receiving an award at the MLK Dinner on January 13, 2017 for his dedication to increasing opportunities for minorities and women in local fire departments.

## EMERGENCY MANAGEMENT

### Incidents and Events

- December 4<sup>th</sup> – Heating Oil Spill
  - OEM sent one Emergency Management Alert to inform key officials, employees and surrounding partners about a heating oil spill which leaked into a storm drain leading to Spa Creek.
- December 9<sup>th</sup> – Winter Preparedness

- OEM sent one Emergency Management Alert to inform key officials, employees and surrounding partners about winter preparedness, ways to be prepared, and actions that should be taken before a winter storm.
- December 15<sup>th</sup> – Frigid Temperatures and Precipitation
  - OEM sent three Emergency Management Alerts to inform key officials, employees and surrounding partners about threats of extremely cold temperatures and hazardous precipitation expected to impact the Annapolis area.
- December 17<sup>th</sup> – Water Rescue
  - OEM sent three Emergency Management Alerts to inform key officials, employees and surrounding partners about high winds expected to impact the Annapolis area.
- December 27<sup>th</sup> – Military Bowl
  - OEM conducted an Operational Briefing on December 20<sup>th</sup> with City Departments, Military Bowl Representatives, Parade Marshals and other responding partners regarding the Parade and Game. OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about these events. The EOC served as the Command Post for the Military Bowl Parade and Game and was activated at a Level 3 (Partial Activation) starting at 9:00am and continuing until the end of the game at 7:30pm.
- December 29<sup>th</sup> – High Winds
  - OEM sent three Emergency Management Alerts to inform key officials, employees, and surrounding partners about high winds expected to impact the Annapolis area.

## Planning

- OEM is proud to welcome our newest staff member, Mary Kate Hudson. She started on December 29<sup>th</sup> as an Emergency Management Planner – contractual.
- On December 5<sup>th</sup>, OEM Staff conducted interviews to fill the positions of Emergency Planner and Outreach, Exercise and Training Coordinator.
- OEM attended the Urban Area Security Initiative meeting on December 6<sup>th</sup> in Anne Arundel County.
- OEM staff attended the monthly Weather It Together Core Team meeting on December 8<sup>th</sup> at City Hall.
- On December 13<sup>th</sup>, OEM attended the quarterly Health & Medical Committee meeting at the Anne Arundel County Health Department.
- OEM is leading the effort to prepare a grant application for FEMA's Hazard Mitigation Grant Program for a flood mitigation project downtown. In December, the team conducted the following actions:
- On December 14<sup>th</sup>, the team met with the Mayor's office to discuss speaking with business owners to obtain information on economic losses due to flooding. On December 21, OEM, the Mayor and his staff, Alderman Budge and the Economic Development Manager spoke to a number of low lying businesses about this request for data.
- Public Works personnel are reviewing the Hydrologic & Hydraulic Study of the storm water system, preparing traffic count data and updated background information on the project. OEM organized a conference call on December 28<sup>th</sup> during which the progress of these issues were discussed.
- The Economic Development Manager in conjunction with OEM is preparing an analysis of the economic impact of nuisance flooding.
- OEM coordinated with the Naval Academy meteorologist to download and analyze historic coastal flooding data.
- OEM is also working with MIT to map flood prone areas of downtown.
- OEM staff attended a Military Bowl Operations Meetings on December 19<sup>th</sup>. The meeting was held by Navy-Marine Corps Stadium personnel in preparation for the Military Bowl which was held on December 27<sup>th</sup>.

- OEM held an Operational Briefing on December 20<sup>th</sup> to coordinate activities planned with agencies and partners involved in the Military Bowl. OEM activated the Emergency Operations Center for the Military Bowl.
- On December 20<sup>th</sup>, OEM attended a Public Safety Core Group meeting in Anne Arundel County.
- On December 20<sup>th</sup>, OEM coordinated a meeting with the Maryland Emergency Management Agency concerning research into the potential effectiveness of storm surge mitigation systems.
- OEM staff continued to work on and develop the draft for the Disaster Recovery Basic Plan. The next phase will be conducting interviews with Department representatives and developing the Recovery Support Functions.
- A grant funded contractor is proceeding in drafting the update to the Natural Hazard Mitigation Plan. This month the contractor produced a draft Safe Growth Audit, which analyzes consistency and integration with other City of Annapolis plans and makes appropriate recommendations. The Safe Growth Audit is currently under review by several City Departments. OEM and the contractor have also been coordinating efforts with the Weather It Together Team.

### **Training/Exercise**

- On December 7th, OEM Staff attended a one-on-one training with MIT Staff regarding MUNIS software.
- On December 8<sup>th</sup>, OEM Staff attended training for JIC regarding preparations for EOC Activation.
- On December 8th, OEM provided Parade Marshal Training to 5 volunteers in the Emergency Operations Center.
- On December 15<sup>th</sup>, OEM Staff attended WebEOC Training regarding the call center in EOC Activation.

### **Outreach**

- Downloads of the emergency management free mobile app "Prepare Me Annapolis" reached 2,304 as of August 22<sup>nd</sup>, 2016. The app is currently undergoing an upgrade and will soon be tested with new features.
- OEM has increased its Twitter followers to 1,217.
- OEM has increased its Facebook 'likes' to 1,834.
- On December 1<sup>st</sup> and 2<sup>nd</sup>, OEM staff partnered with the City of Annapolis Fire Marshal's Office (FMO) and walked around to local businesses in the City of Annapolis for the 3<sup>rd</sup> Annual Holiday Walking Tour. Throughout the walking tour, OEM and FMO staff provided approximately 400 businesses to include those on West St., Main St., Maryland Ave., Eastport, and City Dock with holiday safety information, winter weather preparedness information and how to stay informed throughout the winter season that is upon us.
- On December 19<sup>th</sup>, OEM staff participated in the Santa Run by dropping off gifts to a local school.
- OEM has been working with We Care & Friends and the Stanton Center for the Winter Relief Warming Center. The Stanton Center activated 7 times during the month of December and supported 62 patrons.

### **Grants Management**

- Emergency Management encumbered funds in December for various UASI and SHSG grant purchases on behalf of the Bomb Squad, the Annapolis Police Department and the HazMat team.

December 2016	
UASI FY 2015 Bomb Squad	\$12,415.24
	\$2,950.00
UASI FY 2015 APD	\$8,250.00
UASI FY 2015 Hazmat	\$2,090.00
	\$1,016.00
	\$855.00
SHSG FY 2015 APD	\$17,507.00
<b>TOTAL December Grant Expenditures</b>	<b>\$45,083.24</b>

## Police Department

### Notable Incidents / Highlights

- 12/29/16      Shooting      31 Bens Drive      Case# 16-5754

A cab driver was shot in the neck during an apparent robbery attempt. Investigative efforts led to the arrest of Davonte Antonio Johnson (b/m/18) for this incident.

- 12/01    Midnight Madness    Downtown    Crime Prevention / Community Policing
- 12/03    AAC Football    Navy Stadium    Support Ops / Crowd Control / Traffic Control
- 12/04    1st Sunday1    Unit blk. West St.    Crime Prevention / Community Policing
- 12/08    Midnight Madness    Downtown    Crime Prevention /Community Policing
- 12/08    H/S Football    Navy Stadium    Support Operations
- 12/10    Parade of Lights    Downtown    Crime Prevention /Community Policing /Traffic
- 12/15    Midnight Madness    Downtown    Crime Prevention / Community Policing
- 12/27    Military Bowl    Navy Stadium    Support Ops / Crowd Control / Traffic Control
- 12/31    New Years Eve Fest.    City-wide    Crime prevention / Traffic Control / Crowd Control
- Dec.    Holiday Deployment    City-wide    Crime prevention / business checks /

### Other Events / Activities:

### Community Service Section attended the following meetings in December:

- CSAFE/ HEAT Team meeting (1)
- P&P Visits (0)
- DJS Visits (0)
- Neighborhood Safety Meeting
- President's Hills
- Clay Street Community Meeting

- Fair and Impartial Policing Forum
- Acton's Landing about activity at park
- W/ Consuella about Panhandling and Buskers downtown
- W/ STAIR about volunteer safety and collaboration
- W/ President's Hill about trucks and signage – Public Works also there

**Community Service Section participated in the following events:**

- Character Counts
- Kids Club Ice Skating trip
- Midnight Madness - Cocoa with a Cop
- Hunt Meadow light assessment
- Reading to Kids at STAIR
- Shop with a Cop
- Chocolate Binge Festival – Cocoa with a Cop
- Raynaldo's Annapolis Gardens Christmas Party
- Santa Run
- Candy Cane handouts

**Other meetings attended:**

- 12/2/16 - Criminal Justice Coordinating Council.
- 12/4/16 - Annapolis Police Kids Club Event - Ice Skating at Naval Academy (25 kids in attendance)
- 12/5/16 - Monthly State's Attorney Meeting
- 12/6/16 - HACA Mtg w/Richard Walton et.al.
- 12/6/16 - STAIR (Start the Adventure in Reading) Tutoring
- 12/7/16 - Fair Impartial Policing
- 12/8/16 - COA/HACA Mtg
- 12/13/16-STAIR/(Start the Adventure in Reading)Community Ctr Mtg
- 12/13/16 - Neighborhood Safety Council Mtg
- 12/15/16 - MD Remembers Memorial, 11:00 a.m. This ceremony celebrates the lives and memories of loved ones and friends that have been killed in impaired driving crashes.

**Volunteer Hours - Auxiliary Police:**

Joann McCann	23	ytd: <b>110.5</b>
Maximilian Balzano	10	ytd: <b>97</b>
Richard Comier	0	ytd: <b>48.5</b>
Veronica Brown	14.5	ytd: <b>111</b>
Carmela Watts	12	ytd: <b>79.5</b>
<b>Total Auxiliary volunteer hours:</b>	<b>59.5</b>	<b>YTD 446.5</b>
<b>Total hours of patrolling:</b>	<b>0</b>	
<b>Total parking citations:</b>	<b>0</b>	

**Administrative Volunteers:**

Hours: YTD			
Diane Batins	Central Records Unit	20	YTD <b>196</b>
Dixie Doyle	Administrative Service Unit	08	<b>97.5</b>
Cindy Herrera	Administrative Service Unit	2.5	<b>34</b>
Williams Sachs	Central Records Unit	12	<b>204</b>
C. W. Yarrow	Fingerprinting	7	<b>42.5</b>
<b>Total Administrative Volunteer Hours:</b>		<b>49.5</b>	<b>574</b>

## Financial Activity Report

### Outreach:

### Community Complaints:

- Trucks in President's Hill - requested frequent check, had meeting with community rep., public works about new signs and outreach to new businesses
- Lighting in Hunt Meadow – met with community reps and drove through neighborhood. Some dark areas identified,
- Parking complaint on Bunche – forwarded to DEU, resulted in CDS seizure
- Parking complaint on Spindrift, patrol had already handled and parking enforcement was aware and making frequent checks
- Speeding complaint on Ridgely – TSU conducting enforcement
- Reckless Fedex driver in Parkwood – forwarded to TSU

### Grants:

Grant	Total Amount	Allocated YTD	Balance	Grant End Date
<b>FY17 Governor's Office of Crime Control and Prevention # 92001</b>	<b>\$349,242.00</b>	<b>\$31,267.91</b>	<b>\$317,974.09</b>	<b>6/30/2017</b>
Crime Analyst	\$79,752.00	\$18,097.66	\$61,654.34	
Community Prosecutor	\$33,000.00	\$0.00	\$33,000.00	
Coordinator Salary	\$48,922.00	\$10,866.03	\$38,055.97	
Law Enforcement Overtime	\$100,000.00	\$2,304.22	\$97,695.78	
CCTV	\$87,568.00	\$0.00	\$87,568.00	
<b>FY17 Governor's Office of Crime Control and Prevention School Bus Safety #92006</b>	<b>\$11,400.00</b>		<b>\$11,400.00</b>	<b>6/30/2017</b>
Overtime	\$10,600.00	\$1,702.67	\$8,897.33	
Payroll Taxes	\$800.00	\$130.25	\$669.75	
<b>FY15 Urban Area Security Initiative CCTV</b>	<b>\$30,000.00</b>	<b>\$28,715.22</b>	<b>\$1,284.78</b>	<b>6/30/2017</b>



<b>FY15 Urban Area Security Initiative</b>	<b>\$108,000.00</b>	<b>\$67,149.75</b>	<b>\$40,850.25</b>	
<b>Tactical Equipment</b>	<b>\$108,000.00</b>	<b>\$67,149.75</b>	<b>\$40,850.25</b>	<b>6/30/2017</b>
<b>QRT Training/ Medic</b>				
<b>K9</b>				
<b>Intelligence Equipment</b>				
<b>FY15 State Homeland Security Program/ Law Enforcement Terrorism Prevention Program</b>	<b>\$50,000.00</b>	<b>\$29,130.00</b>	<b>\$20,870.00</b>	<b>6/30/2017</b>
<b>FY 15 Edward Byrne Memorial Justice Assistance Grant #90016</b>	<b>\$13,712.00</b>		<b>\$0.00</b>	<b>9/30/2016</b>
<b>Law Enforcement Overtime</b>	<b>\$13,712.00</b>	<b>\$13,712.00</b>	<b>\$0.00</b>	
<b>LGIT Training Grant</b>				
<b>Police Academy Training</b>	<b>\$5,000.00</b>	<b>\$3,000.00</b>	<b>\$2,000.00</b>	<b>12/31/2013</b>
<b>MD State Highway Office FY16</b>	<b>\$51,500.00</b>	<b>\$28,012.28</b>	<b>\$23,487.72</b>	<b>9/30/2016</b>
<b>Smooth Operator (91021)</b>	<b>\$7,000.00</b>	<b>\$5,071.87</b>	<b>\$1,928.13</b>	
<b>Year Long Speed Enforcement (91020)</b>	<b>\$5,000.00</b>	<b>\$4,795.13</b>	<b>\$204.87</b>	
<b>Distracted Driving (91022)</b>	<b>\$7,000.00</b>	<b>\$1,662.52</b>	<b>\$5,337.48</b>	
<b>Seatbelt (91024)</b>	<b>\$5,000.00</b>	<b>\$3,566.61</b>	<b>\$1,433.39</b>	
<b>Pedestrian (91025)</b>	<b>\$10,000.00</b>	<b>\$5,342.83</b>	<b>\$4,657.17</b>	
<b>Impaired (91023)</b>	<b>\$14,000.00</b>	<b>\$5,387.42</b>	<b>\$8,612.58</b>	
<b>Equipment (91026)</b>	<b>\$3,500.00</b>	<b>\$2,185.90</b>	<b>\$1,314.10</b>	

## Building Activity

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. No inspections to date.
- **Annapolis Police Department (199 Taylor Avenue – BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.
- **Annapolis Townes at Neal Farm (Dorsey Drive—#GRD16-0001)** Permit issued for grading for new subdivision. Progress inspection performed 12/22/16.

- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Progress inspection May 24, 2016.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment. Inspections since pre-construction meeting of 8/30/16.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 12/21/16.
- **Autobell Car Wash (1918 West Street - #BLD16-0670)** Permit issued 12/21/16 for alterations.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/22/16.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Avenue–#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building.
- **Chinquapin Round Road Self Storage (1833 George Avenue–#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Concrete slab inspection passed 12/22/16.
- **Chipotle – (36 Market Space–#BLD15-0515)** Permit issued 7/11/16 for new restaurant. Progress inspection passed 1/7/17.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.

- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Plumbing and Mechanical wall close in inspections passed; electrical failed 10/14/16. Electrical ceiling close in passed 12/21/16. Gas rough in inspection failed 1/9/17.
- **Evelyn's Place (24 Annapolis Street – #BLD15-0441)** Permit issued 5/24/16 for tenant fit-out for new restaurant. Ceiling close in 11/15/16. Trade inspections progressing. Hood and Duct passed 10/6/16.
- **Gordon Feinblatt, LLC (60 West Street, #402 - #BLD16-0734)** Permit issued 12/16/16 for tenant fit-out. Ceiling close in inspection passed 1/7/17
- **Hunt Meadows Community (Beacon Court - #BLD15-0612)** Permit issued 11/16/16 to repair community walking path – Permit issued 11/16/2016. Progress inspection passed 11/28/16. Final inspection passed 1/4/17.
- **Kagan Law Group (238 West Street– #BLD16-0316)** Permit issued 8/2/2016 for tenant fit-out. Revisions to front façade approved. Footing inspection passed 11/16/16. Trade inspections progressing, insulation inspection passed 1/6/17
- **Lighthouse Bistro (202 West St #BLD15-0215)** Permit issued 11/18/15 for alterations to former lighthouse shelter for new bistro. Ceiling close in 11/2/16. Trade inspections progressing
- **Lupita's Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant . Progress inspections on walls only passed 11/30/16.
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Mi Lindo Cancun (2134 Forest Drive–BLD16-0193)** Permit issued 7/22/2016 for new restaurant. Trade permit inspections progressing. Ceiling close-in 10/21/16. Final inspection pending parking lot restriping.
- **The Monarch School (2000 Capital Drive –#BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. Progress inspection passed 1/7/17.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1<sup>st</sup> single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. Permit issued 4/28/2016. Framing inspection passed 7/6/16.
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.

- **Sakura Café' (103 Main Street– #BLD16-0329)** Permit issued 11/29/2016 for expansion. (BLD16-0329). Progress inspection passed 12/6/16. Insulation inspection passed 1/7/17.
- **The Children's Guild (2000 Capital Drive #DEM15-0042)** Permit issued 12/30/15 for interior demolition for new tenant. No inspections to date.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. Near finish.
- **Watergate Village Apartments (700 Americana Drive #BLD15-0485)** – Entire building repairs due to fire damage. Permit issued 4/29/2016. Firestopping inspection 11/8/16.
- **Wings of Fancy Day Spa (93 Main Street – BLD16-0288)** Permit issued 7/21/16 for tenant fit-out. Framing inspection passed 11/4/16. Building final passed 12/14/16.
- **Flamant (17 Annapolis Stree – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Framing inspection passed 11/4/16. Trade inspections progressing.
- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Foundation inspections progressing.
- **110 Compromise Street (Old Fawcett's Building- #DEM16-0028)** Permit issued 6/3/16 for interior demolition. Final inspection complete 12/8/16.
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. No inspections to date.
- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16.
- **1023 Spa Rd (Formerly Annapolis Radiator – DEM16-0007)** Permit issued 3/18/16 to demolish existing building. No inspections to date.
- **1801 West Street, #104 (#BLD15-0608)** Permit issued 11/10/15 for alterations for new auto repair shop. Partial plumbing inspection passed 10/24/16. Building Final passed 12/7/16.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

## Planning Activity

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### Comprehensive Planning

- Dec. 6 and Dec. 13 PALS presentations
- Dec. 21: BRTB meeting to determine goals for 2017
- December: Coordinated wayfinding installation, to begin in December
- December: Interviewed forms for Forest Drive Sector Study

### Current Planning

#### Monthly News/New Projects:

- Site Design Plan Review (SDP2016-071) for critical area hazardous tree removal, located at Fairview Ave.,
- Site Design Plan Review (SDP2016-072) to replace existing aged kayak racks along the bulkhead at the condominium complex, located at 1 Spa Creek Landing,
- Site Design Plan Review (SDP2016-075) for Derek Robertson, to remove existing garage, playhouse and construct a new larger garage, located at 521 Burnside St.,
- Subdivision (SUB2016-018) for Michel Fretin, for lot line adjustment to extend Lot 17 (1201 Brashers St.) 50 feet into the rear of Lot 11R (Jackson St.), located at 1201 Brashers St.,
- Zoning Certificate (ZC2016-026) for Jane Patukas, to replace and expand existing driveway with permeable pavement and install concrete walkway, located at 7 Rosemary St.,
- Site Design Plan Review (SDP2016-070) to expand the roof-top exercise area, located at 203 Ridgely Ave.,
- Site Design Plan Review (SDP2106-076) for Braxton McNeill, to re-frame an existing rear, second floor bump out and infill addition to align with existing building edge, located at 620 Second St.,
- Special Exception (SE2016-010) for Creative Food Management, to expand the seating capacity at Vin 909 Winecafe, located at 909 Bay Ridge Ave.,
- Variance (VAR2016-023) for Christopher Hughes, to rebuild the second floor of residence garage, located at 1 Stewart Ave.,
- Administrative Adjustment (ADJ2016-020) & Site Design Plan Review (SDP2016-073) for Join Pentifallo, for a 20% reduction to the rear yard setback to construct a new rearward addition to the existing dwelling, located at 404 Washington St.,
- Port Wardens (PORT2016-026) for Jill Petit, to install a second boat lift on existing pier, located at 519 Horn Point Dr.,
- Port Wardens (PORT2016-027) for Chesapeake Bay Assoc., for removal of one finger pier and two piles and replace with two finger piers and 16 pilings for installing 5 boat lifts, located at 105 Eastern Ave.,
- Variance (VAR2016-025) for John Taylor, Et Al., for the division of contiguous properties (40 & 38 Munroe Ct.) to exchange parcels of land along a common property line, located at 40 Monroe Ct.,
- Forest Stand Delineation (FSD2016-007) for Robert Mason, for parking lot expansion, located at 929 West St.,
- Zoning Certificate (ZC2016-027) for Marcus Linde, to install a prefabricated shed, located at 1007 Timber Creek Dr.,

## **Major Planned Actions:**

- Planning Commission, January 5, 2017:

### **Public Hearings and Deliberations:**

1. ZTA2016-005 – Zoning Text Amendment: O-38-16, Forest Conservation Reforestation, for the purpose of amending Chapter 21.71 of the City Code to prohibit certain development projects from cutting or clearing certain forests within the City if Annapolis unless the applicant offsets that loss with newly planted acreage and providing for an appeal process. CONTINUED FROM 12/8/16,
2. SUB2016-007 & SDP2015-063 – Preliminary Plat approval for a subdivision known as South Annapolis Yacht Centre by State Holdings, LLC, Pyramid Maritime One, LLC and Pyramid Maritime Two, LLC, property owner, to reconfigure ten (10) existing parcels into ten (10) new lots as part of a comprehensive redevelopment of the former Sarles Boatyard and Petrini Shipyard, on property located on State Street, Washington Street and Boucher Avenue,

- Planning Commission, January 18, 2017:

### **New Business:**

1. Presentation by Beacon – Business Economic and Community Outreach Network at Salisbury University on Economic and Market Impacts for Development,

- Board of Appeals, January 3, 2017:

### **Public Hearings and Deliberations:**

1. VAR2016-023 – Variance application by Chris and Sarah Hughes, property owners, for, requested reduction to the established front yard setback requirement from 38 feet to 25 feet in order to allow a proposed second floor addition and renovations to the existing dwelling, on property located at 1 Stewart Ave.,

## **Community Development**

### **Community Development Block Grant**

Received 15 CDBG applications totaling \$423,600 in requests. Applicants include Anne Arundel County Community Action, Blessed In Tech Ministries, Center of Help, Light House Shelter, OIC, OHLA, Restoration Community Dev. Corp.

Samaritan House (2), Arundel Lodge, Newtowne CDC, Main Street Housing, Baltimore Housing Authority, and the Stanton Center. Funding for the City's Housing Rehabilitation program is also included in the request. Staff completed the statutory review of all projects as required by HUD which provides funding for the projects and made the applications available to the Housing and Community Development Committee which reviews and recommends projects to the City Council.

With regards to Limited English Proficiency, it was decided that that 1<sup>st</sup> task would be to translate the city's Fair Housing Brochure into Spanish. Also, in light of several amendment to the City's Fair Housing law, we will update the current brochure before we have it translated.

Have been participating in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019. The group is in the processes of putting together a scope of services for the study.

Processed legal documents for both subordination agreement and certificates of satisfaction for the CDBG rehabilitation program. Processed \$120,000 draw from CDBG line of Credit.

Continue to follow-up on floor replacement project at the Stanton Center.

## **Homeless**

Attended the Homeless Coalition Board Meeting. Topics covered at this meeting included the Endless Night Homeless Memorial Service and the Point in Time Homeless Survey. Worked with the Endless Night event planners on the agenda. The Mayor read a proclamation for the 26 county and city homeless persons who had passed away in 2016.

DHCD provided a grant for the Point In Time Innovation Fund for Anne Arundel County. The grant from DHCD is for the amount of \$3,017.00 to be used for the 2017 Point In Time Count of the homeless in Anne Arundel County. The count will be conducted January.

HUD awarded the Annapolis and Anne Arundel County Homeless Continuum of Care \$2,303,378 for all renewals and new projects AACMHA – CHES Housing Program and Catholic Charities Rapid Re-Housing Program, plus the ACDS Partnership Housing Grant in the amount of \$476,857.

## **Community Legacy Program**

The City of Annapolis has been awarded \$200,000 in Community Legacy funds from the Maryland Department of Housing and Community Development to help defray construction costs for the new Light House Bistro at 202 West Street.

The Light House is repurposing its former downtown Annapolis shelter to create an advanced culinary training center for graduates of its culinary arts job training program, Building Employment Success Training (B.E.S.T.). It will include a 50-seat bistro with a full service menu, a coffee bar staffed by Baristas and a Gourmet Grab 'n Go and will serve as home for The Light House B.E.S.T. Catering company. Four permanent supportive housing units will be located on the second floor for former Light House residents.

Completed amendments for Habitat for Humanity projects at 55 Clay and 123 Clay.

## **MPDU Program**

The last unit at Sailors Quay went to settlement this month. Now the two units MPDU units in that development are owned and occupied. Did additional marketing for Boucher Place and 1001 Tyler Ave.

The Housing and Human Welfare Committee recommended approval by the City Council of an amendment to the MPDU regulations to allow disabled individuals who are county residents and do not meet current MPDU criteria to purchase or Rent an MPDU once the 90 day marketing period is complete. The Legislation goes to the Council in January 2017.

Sent Parkside Preserve Covenants to Office of Law for recording.

## **HACA**

Assisted HACA with CDBG application for playground improvements.

Attended HACA Commissioners meeting.

## **Historic Preservation**

Administrative approvals issued - 15

Total estimated costs of approved applications - \$131,076.17

Private - \$130,447.00

Public - \$629.17

Public Hearing approvals issued - 0

Total estimated costs of approved applications - \$0

Private - \$0

Public - \$0

## **Economic Development**

- Provided start-up, retention and growth support services for 28 businesses and nonprofits to: connect them with potential loans/investors and no-cost consulting; locate space; resolve permitting, signage and loading issues; develop workforce; and conduct ribbon-cuttings
  - Continuing to respond to inquiries generated from the City/AAEDC mailing offering no-interest loans to City businesses in revitalization areas, as well as historic and arts district tax incentives to spur redevelopment in targeted areas
  - Participated in 46 meetings and events with city departments and business support organizations to:
    - Continue developing a Maryland Live! Casino Hiring Event and researching transportation options from the City to casino jobs (more than 150 openings at this time)
    - Help shape new parking and loading zone policies
    - Attend Maritime Advisory Board Meeting (City Liaison)
    - Work on economic impact section of an OEM/DPW \$3M FEMA grant proposal for flood mitigation equipment at City Dock; including Mayoral outreach to businesses for data
- Align business development, events and marketing strategies with HPD, AAEDC, AAWDC, DAP, Maryland Department of Commerce and AAD
- Assist with shepherding (including reviewing/editing reports, conference calls, meetings, etc.) studies/initiatives underway, each of which has economic development impacts
    - Market Assessment and Land-use software tool development
    - Historic and Cultural Heritage Economic Assessment for Resiliency planning
- Comprehensive Maritime Economic & Zoning Study (attend preliminary presentation to Mayor and Council; project on track to be completed early Feb)
- Forest Drive Sector Study (narrow selection of contractors)
  - Upper West Street Sector Study – review/discuss proposed rezoning ordinance



## SMBE Office

- Answered/facilitated 5 business requests for information
- Made 4 existing-business visits
- Researched and completed
  - Pre-application checklist
  - Managing Panhandlers brochure
  - Detail/flowchart of city's permitting process
  - Staff Report on Fast-track process for city permitting
  - Staff report on capital facilities payment options
- Researched PACE energy options for small businesses
- Researching medical marijuana, distilleries, and brewery regulatory issues
- Assisted with coordination of and attended 1 Business Leaders Meetings
- Participated in 2 pre-application meetings
- Sent 20 new business welcome and 2-year anniversary letters
- Maintained New and Expanding Business database
- Wrote article about one local business

## Recreation and Boating

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### Recreation

- Staff submitted their FY18 Budgets.
- The *Get Smart Club* (an afterschool homework program), Adult and Youth Open Gym, *STAIR Program*, *GAGAS* (Girls Are Great at Science), *Maryland Food Bank After School Supper Club*, *DAFINA*, along with *Friday Nights Out* all continue to run at the Stanton Center.
- 8 – U Instructional Basketball League and Clinic – began December 10th
- Zastro Simms Youth Basketball Program (ZSYBL) – began December 7th
- Math Mall Event- December 6th
- Stanton Center hosted 22 meetings and 11 events.
- PMRC Fitness: 38 hours of Personal Training were held and Fitness classes participants- 1,404
- Jen Jennings is working on *Let's Move All Star* goals. She met with University of Maryland to create a course of study for University of Maryland students to help the Recreation Department achieve the department's *Let's Move All Star* Status.
- PMRC rolled out the 2017 Winter Fitness Class schedule.
- Completed Youth Fencing classes.
- Youth Basketball practices started with 46 teams
- PMRC Hosted the Points for Peace Event, Dec. 3<sup>rd</sup> with 56 kids –raised \$1,100, half of which went to our scholarship program.
- December Sports Facility Rentals: \$1,323.75
- Ballet, Tap and Jazz classes ended the semester with a Mini Recital Showcase on Dec 5 – 8th.
- Caryn Walaski was a guest speaker at the December's meeting of the Annapolis Education Commission. She spoke about child care in the public schools.
- Camp Planning continues
- Planning for Daddy Daughter Dance continues. Event will be February 3rd.

- Oversight and continuation of 6 Before and After School Child Care Programs.
- The principal of the new Monarch of Annapolis Charter School is interested in Annapolis Recreation and Parks doing latchkey at her new school beginning in September. Will meet with her in January.
- Staff attended the Employee Recognition Committee meeting in which we finalized the preparations for City's Employee Holiday Party.
- Prepared FY17 budget for Latchkey and Camps and Classes.
- Attended meeting with Volleyball Group about new order of business with the Annapolis Sports and Social Club.
- Staff attended Marketing Meeting for the "Pip" Moyer Recreation Center.
- "Kids Day In – Dec. 2nd with 18 children attending is a program for children when school is closed from 8:00 am – 5:30 pm.
- Photo Caption send to "My Time" (The Capital) regarding BGE's \$2,500 donation to GreenScape
- Created Department Instagram account "*annapolisrecreationparks*" on 12/15
- Punch Card promotion for 12 days for a holiday sale raising \$12,216 (78 sold, 46 as gifts)
- Updates to ARPD web site pages (minimal because of *new* COA web site in design process to launch in January)
- Holiday Modell's fundraiser 11/24-12/24 brought in \$287 for ARPD scholarship fund
- With four weekly e-news sent, 18.9% open rate (above average), PMRC Punch Card sale e-news had the largest open rate of 28%, gained 24 new subscribers
- 25 Facebook and Twitter posts with increased "likes" and "followers" to all pages/accounts
- Created ARPD Newsletter for December
- Submitted Idle Time Advertising ad for January
- Submitted Big Book ad and January ad for Chesapeake Family Magazine
- Submitted January ad for What's Up? Annapolis Magazine
- Multiple updates to REACH software for PMRC display screen communications
- PRSA BOD meeting 12/1
- Meeting with Kim Elek and Kyle Tibbs (Mayor's Office) for Pick, Play & Pass event 12/29

## Parks

- GreenScape- BGE donated \$2500 to this year's GreenScape program. A press release which including a photo was sent out to various media sources. The first organizational meeting for GreenScape 2017 will take place on February 1 at 6:00 at the Rec Center.
- Memorial Tree and Bench Program- A memorial bench was installed near the Truxtun Park tennis courts. One bench is still available to purchase in the newly renovated Davis Park.
- BGE trimmed and removed some trees at Ellen O. Moyer Nature Park. The trees were located along Edgewood Road and were impacting the overhead power lines.
- Nineteen trees were planted at the Rec Center with the assistance of the City's Environmentalist.
- The National Wildlife Federation, Community Backyard Habitat brochure has been updated. The City is still looking for residents, schools, and businesses to participate in the program.
- Contractor put in a new surge protector at PMRC.
- PMRC sold 276 more memberships in December then in November
- PMRC sold 128 Punch Cards during the Punch Card Sale that ran Dec 12th – 24th.
- PMRC had 149 more members use the facility for December then in November with a total facility use of 8,380 for the month of December.
- PMRC made \$8,268.75 more in Rental Revenue in December then in November.

## Boating

- Harbormaster's Office planned and executed a successful Parade of Lights
- Planned and executed successful New Year's Eve Fireworks
- Began a targeted marketing campaign by creating a customer database and sent Holiday cards to that group
- Taped an interview with Jane Schlegal at WNAV Radio to promote the Annapolis Harbor/educate people about cold water safety
- Put up a new Harbormaster sign/cedar shingles and railing treated
- Participated in 2 meetings to work on disposition of North Face docks near Sailing Hall of Fame
- Held meeting of concerned citizens from Weems Creek to define problems and find solutions for derelict and/or illegally moored vessels.
- Trained staff in First Aid and CPR, courtesy of Annapolis Fire Department
- Participated in 2 meetings to address Harbor Line challenges and issues.
- Participated in 1 meeting to negotiate Fall Boat Show Lease
- Researched solutions for improvement/sustaining boat fleet

## Transportation

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### Monthly News

#### Special events

- The Mayor's annual holiday luncheon was held on the 14<sup>th</sup> we transported approximately a dozen seniors to and from the event.
- Annual Military Bowl was held on Tuesday, December 27<sup>th</sup>. We operated extra shuttle service between Department of Natural Resources and downtown
- ADOT provided a "warming bus" for First Night events. This bus was parked at City Dock near the Harbor Master's Office from 7:00 PM until 12:30 AM
- No Gold route transfers were issued again this month

#### Administrative

- Our monthly Safety & Operations meeting was held on Thursday, December 15<sup>th</sup> 2016. We invited HR staff to speak on FMLA and other personnel topics. The transportation director also presented a year-end review message to employees
- Began testing GPS/AVL product from Ride Systems
- One new part-time driver was hired
- Vacant Positions: a total of five (5) vacant positions:
  - o We are short three (3) full time drivers. We are waiting for approval to fill these positions. In the meantime, these vacancies have led to increase in overtime.
  - o There are also two (2) vacant positions in the maintenance division - one technician and one supervisor.

## Activity Report

### Transit Operations

**Table 1 December 2016 Unlinked Passenger Trips**

Route	December 2016	December 2015	% Change
Red	5,207	5,946	-12.43%
Yellow	2,278	3,315	-31.28%
Green	6,274	8,318	-24.57%
Orange	1,604	2,144	-25.19%
Gold	1,851	2,001	-7.50%
Brown	6,217	6,937	-10.38%
Purple	2,368	3,280	-27.80%
Circulator	2,290	3,185	-28.10%
State Shuttle	2,987	3,694	-19.14%
Paratransit	256	523	-51.05%
<b>Total</b>	<b>31,332</b>	<b>39,343</b>	<b>-20.36%</b>

**Table 2 December 2016 Farebox Revenue**

Route	December 2016	December 2015	% Change
Red	\$7,379	\$8,922	-17.29%
Yellow	\$1,483	\$2,046	-27.52%
Green	\$10,251	\$11,906	-13.90%
Orange	\$2,033	\$2,489	-18.32%
Gold	\$2,550	\$2,407	5.94%
Brown	\$9,648	\$10,587	-8.87%
Purple	\$2,705	\$2,736	-1.13%
Circulator*	\$433	\$2,872	-84.92%
State Shuttle**	\$550	\$799	-31.16%
Paratransit	\$840	\$587	43.10%
<b>Total</b>	<b>\$37,872</b>	<b>\$45,351</b>	<b>-16.49%</b>

\*\*Excludes fares from State employees

Service Hours and Service Miles

Total Service Hours in December 2016: 5,018 hours

Total Service Miles in December 2016: 49,894 miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 99.99%. There were 27 cancellations, and two (2) no-shows.
2. Fixed route's OTP was 87% based on 53 observations.

## Parking

**Table 3 Parking Garages – Vehicles Parked and Revenue, December 2016**

Garage/Lot	Vehicles Parked	Total Revenue
Gotts	17,844	\$153,697.00
Hillman	22,482	\$214,081.00
Knighton	4,284	\$34,502.00
Park Place**	8,314	\$107,324.00
South Street Lot	1,277	\$11,190.00
Larkin Street Lot	114	\$11,250.00
<b>Total</b>	<b>54,315</b>	<b>\$532,044.00</b>

\*\*Managed by Towne Park

**Table 4. On-Street Parking, December 2016**

Parking Meter Revenue***	\$1,961.50
Parking Citation Revenue	\$56,000.00

\*\*\*free 2-hour parking from Thanksgiving through New Year (Jan 1)

**On-Street Parking Operations in Parking District 1 – December 2016**

Date (December)	No. of Vehicles Scanned
1 to 5	8,161
6 to 10	7,548
11 to 15	7,088
16 to 20	9,966

21 to 25	2,148
26 to 31	2,725
Total	37,636
<b>Citations Issued</b>	<b>351</b>

## Hispanic Liaison

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- Holiday Open door – 2 Hispanic Leaders came to meet with the Mayor.  
Susie Cruz - a church member in St John Newman who in the last years has been one of the people bringing the Mexico "Movil consulate" to Annapolis  
Yuki Nakandakari- Executive Chef of Lima's Chicken in West Street came to show appreciation to the Mayor.
- Met with Theresa Wellman & Marc Rodriguez, introduced me to the Housing programs and the needs of translating Fair Housing Brochure.
- Open Door was implemented every Thursday at 10am to 12noon – Flyer in English and Spanish was share with contacts for the community to access. Assisted a resident at the Department of Planning & Zoning Inspections and Permits Flyer was provided to this dept. in English and Spanish to post.
- One on One with Lori A. Ratzburg Senior Business Representative, AAC Maryland Department of Commerce, we shared ideas about how the Hispanic business can be assisted and what could be their needs.
- Contacted the APD Investigation dept. who was looking to adopt a family for Christmas; the family who lost the mother of 4 children from a medical condition. Followed up with the widow father for Therapy assistance from the Annapolis Middle School staff, and he was very happy with all the help.
- Contacted for information to enrolls children in Annapolis Soccer Club, met with Corey Childs General Manager and learned about a pilot program “Escuela de Futbol” implemented in Annapolis Middle School the fall 2016; targeting the Hispanic students. The program was a success and is looking to expand it to Bates. I will be working to support ASC, schools and the community; it is an opportunity to bring the Hispanic businesses and the APD together to support the community.
- The Annapolis Human Relations Commission has attempted to recruit a member from the Latino community for several years without success. Then, immediately met with Ms. Juliet Cerveron who has been in the Annapolis community for many years, as a Bank branch manager she has been very helpful not only to the Hispanic community but everyone in general. She has some studies in law, and wants to major in that field. Juliet submitted a resume for review.
- Assisted with distribution of fliers for the Maryland Live Casino Hiring Event in some Hispanic businesses and organizations.
- 12/14 Invited to speak to a group of Hispanic Moms from Georgetown East to motivate, and share my experience as mother with children in the school system, how to volunteer. Presented myself as Hispanic Liaison as well.

- 12/20 Attended a traditional Hispanic Celebration “La Posada” at Annapolis Middle supporting Joe Hudson Hispanic Liaison APD & Jackie Munoz Bilingual Facilitator with their new program “Joven Noble”
- Met with Pastor Migde from the 1<sup>st</sup> Presbyterian Church and Waleska Casiano Immigration Lawyer to finish details on the “Immigration Forum” offered in January 4 for the community. 32 attendees and 7 community leaders came to support the event.
- Still working on translations for the Transportation department.
- Attended the Annapolis Police Dept. meeting on 12/7, had the opportunity to speak with Chief Pristop. He is very supported of reaching the Hispanic community as well, will keep him informed of any events to attend or have the APD attend to support.

## African American Liaison

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- Continue to walk the neighborhoods and speak to residents about their concerns and needs.
- Continue to visit with churches about my new job and discuss how we can work together.
- Prepared food for and attended the Mayor’s Annual Senior Citizen Luncheon.
- Continue to turn in guns to Annapolis City Police Dept.
- Transport neighborhood children to the annual Annapolis Youth Services Bureau (AYSB) Christmas Party at the Marriott
- Continue to send men and woman to long-term treatment programs.
- Continue to send men and woman to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Distributed toys to 261 kids at the Stanton Community Center on Christmas Eve
- Visited a Bywater family whose home caught fire on Christmas Eve.
- Guest lunchtime speaker at Linda’s Legacy Giving Back for the homeless.
- Received and distributed 60 filled backpacks from Linda’s Legacy for the homeless.
- Attend meeting with Kyle Tibbs, Wendy Trebbe and Roxanna Rodriguez.
- Distributed keychains to the Annapolis communities.
- Went to the boatyards in Annapolis to discuss upcoming employment positions for folks in the communities in spring/summer.
- December winter relief- four nights
- Attend City Hall meeting with Mayor and community member to discuss community drug/crime activities.
- Provide food/clothing for community residents in need.
- January winter relief- five nights.
- Meeting with Tara about speeding traffic on Clay Street.